

# Kentucky Agency for Substance Abuse Policy



## Completing the Grants Adjustment Notice (GAN)

# What is the Grant Adjustment Notice (GAN)



## **Method to Request Modifications to an Award**

- ★ Budget Modifications - i.e. reallocation of funds, etc.
- ★ Board Membership changes – including contact info
- ★ Officers and/or Coordinator change - including contact info
- ★ Workplan and/or Timeline modifications

# When to Prepare the Grant Adjustment Notice (GAN)



- ★ Any time throughout the grant period when changes occur.
- ★ You do not need to wait until reporting to complete a GAN

## EXAMPLES

1. Three months into the grant the board secures an additional \$500 funding to help pay for curriculum for the local school system. Originally the board had budgeted \$1,000 for this purchase. With the additional funding the board can request a GAN to move the \$500 to another area. Once the board has decided to move the funds it needs to **immediately** submit the GAN for state approval for the movement.
2. Midway through the grant cycle the chairperson resigns and a new chairperson is appointed. The board should **immediately** submit the GAN so that the application can be modified and the state's records can be kept up-to-date!

# STEP I

## Login – [www.kyjusticegms.com](http://www.kyjusticegms.com)



### KENTUCKY JUSTICE & PUBLIC SAFETY CABINET

Welcome to the Kentucky Justice and Public Safety Cabinet's Electronic Grants Management System. This system was designed to help both grant applicants and staff to more effectively organize and manage grant related information.

With close to 8,000 employees, the Kentucky Justice and Public Safety Cabinet (JPSC) is the second largest agency in state government.

It is the state entity responsible for criminal justice services which encompass law enforcement and training; prevention-education and treatment involving substance abuse; adult and juvenile incarceration; autopsies, death certifications and toxicology analyses; special investigations; paroling of eligible convicted felons; and long range planning and recommendations on statewide criminal justice reform issues.

As a national leader in criminal justice, the Justice and Public Safety Cabinet's vision is to continuously improve public safety and the quality of life.

#### HELP:

For general assistance with this site, program related questions or help obtaining a username/password please call your grant administering agency listed below:

Please View our Gaining Access [Training Video](#)

Grants Management Branch, Office of the Secretary	(502) 564-3251
Office of Drug Control Policy, Office of the Secretary	(502) 564-9564
Department of Juvenile Justice	(502) 573-2738, Ext. 303 - Title II
	(502) 573-2738, Ext. 480 - JABG
	(502) 429-7725 - Title V
Department of Corrections	(502) 564-7290
Kentucky State Police	(502) 695-6300
Kentucky Vehicle Enforcement	(502) 564-3276

Please [click here to review the system requirements](#).

**LOGIN**

Username

Password


**LOGIN**

[New User?](#) [Forgot Password?](#)

**Login here**

# STEP II

## Open Application

**KENTUCKY  
JUSTICE & PUBLIC  
SAFETY CABINET**

User Your name here

Main Menu

**MY DOCUMENTS**

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

**Show**

My Active Documents

- Agency for Substance Abuse Policy Grant
  - ASAP-Local County-00025
- Community Corrections Grant 2009
  - Create New Community Corrections Grant 2009

**SYSTEM INFORMATION**

- System Administrative Links
  - Training Videos
    - Proposal Completion & Submission
    - Adding Users
  - Manuals
    - Subgrantee User Guide

**MY INFORMATION**

**Name**

**Title**

**Address**

**Phone Number**

**Email Address**

**Username**

[View/Edit My Information](#)

**MY ORGANIZATIONS**

Name	Role	Accounts
<input type="text" value="Your Board's Name"/>	<input type="text" value="Agency Authorized Official"/>	<a href="#">View</a>

**MY MESSAGES**

Recent Unread System Messages		
Flag	Subject	Date
	<input type="text" value="Message"/>	2/23/2009 2:45:10 PM

[View all system messages](#)

Powered by IntelliGrants

© Copyright 2000-2007 Agate Software, Inc.

Click here

# STEP III

## Open the GAN



KENTUCKY  
JUSTICE & PUBLIC  
SAFETY CABINET

Office of Drug Control Policy

Your Board's Information

[Main Menu](#) | [Proposal Menu](#)

[Main Menu](#) ▶

### INFORMATION

**Organization:**

**Office of Drug Control Policy -**

**ASAP:**

**Status:**

**Due:**

**Period:**

Your Board's Information

7/1/2008 to 6/30/2009

[ADD NOTE](#)

### MANAGEMENT ACTIVITIES

- Training Videos
  - [Proposal Completion & Submission](#)
  - [Adding Users](#)
- Manuals
  - [Subgrantee User Guide](#)
- Administrative Links
  - [Add/Edit Organizations](#)
  - [Add/Edit People](#)
  - [Check for Errors](#)
  - [Status History](#)
  - [Date Modification Request](#)
  - [View Modification History](#)
  - [Document Availability](#)
  - [Manage Review Process](#)
  - [View Full PDF](#)

### RELATED ITEMS

- [Substance Abuse Financial Reports - ASAP](#)
- [Agency for Substance Abuse Policy - Financial Reports 2008](#)

### FORMS

- [General Information \(1\)](#)
- [Contact Information \(1\)](#)
- [Area Served \(1\)](#)
- [Certifications \(1\)](#)
- [Instructions/Guidelines](#)
  - [Terms & Conditions \(1\)](#)
  - [Guidelines \(1\)](#)
- [Budget](#)
  - [Personnel & Fringe \(1\)](#)
  - [General Supplies \(1\)](#)
  - [Travel & Training \(1\)](#)
  - [Equipment \(1\)](#)
  - [Other \(1\)](#)
  - [Mini Grant Programs \(if applicable\) \(1\)](#)
  - [Evaluation \(1\)](#)
  - [Direct Program Cost \(1\)](#)
  - [Occupancy Rent Cost \(1\)](#)
  - [Budget Summary \(1\)](#)
- [Budget Narrative \(1\)](#)
- [Board Membership List \(1\)](#)
  - [Permanent Board Members \(1\)](#)
- [Proposal Narrative \(1\)](#)
- [Attachments](#)
- [Award Binders](#)
  - [Award Binder \(1\)](#)
- [Grant Adjustment Notices \(GAN\)](#)
  - [GAN Adjustment Notice Request \(1\)](#)
- [Application Comments](#)

[Click here](#)

# STEP IV

## Completing the GAN (Budget Modification Request)

Created By: Andrews PC, Amy on 10/24/2008 9:04:58 AM  
GAN ADJUSTMENT NOTICE REQUEST

### Instructions

Required fields are marked with an \*.

- You may click the **ADD** button to fill out additional GAN Request pages.
- You may return to your application forms list by clicking the Office of the Secretary GMB Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click **SAVE**. You must **SAVE** before proceeding or you will lose data.

### Grant Period Extension Request

Requested Grant Period:  To

### Budget Revision Request

	Prevention	Treatment	Enforcement	Admin.	Total	Revised Prevention Budget	Revised Treatment Budget	Revised Enforcement Budget	Revised Admin. Budget	Revised Personnel Budget
Personnel & Fringe					\$3,000.00					-1300
General Supplies	\$6,762.00				\$6,762.00					
Travel & Training	\$1,338.00				\$1,338.00					
Equipment									+1300	
Other										
Mini Grant Programs	\$5,500.00				\$5,500.00					
Evaluation										

### Example

In your RFP you requested \$3,000 in personnel, however you only needed \$1700. The board also decided to purchase a computer for the board's use. You need to reduce the personnel category by \$1300 and add \$1300 to the equipment category under the administration column.

reduce by \$1300

increase by \$1300

# STEP IV

## Completing the GAN (continued)

### Budget Modification Request

New Proposed Budget

	Prevention	Treatment	Enforcement	Admin.	Total
Personnel & Fringe General Supplies Travel & Training Equipment Other Mini Grant Programs Evaluation Direct Program Cost Occupancy Rent Cost Total	<div><b>This box will automatically complete once you click on the save button at the bottom of the page</b></div>				



# STEP IV

## Completing the GAN (continued)

### Other changes

Enter any officer changes here

#### Change of Officials(s) Request

##### Board Chairperson

From

John Doe

Chair

To

New chair's name

##### Board Coordinator

From

Jane Doe

Board Coordinator

To

New coordinator's name

##### Fiscal Agent

From

James Doe

Any County Health Department

To

New Fiscal Agent's name

**YOU MUST  
CLICK THE  
SAVE  
BUTTON**

#### Other Change Request

**Enter other changes here –  
such as Board Membership  
changes**

#### Justification for Change(s)

##### EXAMPLE

**Personnel Costs of \$1300 were not needed because of additional funding source. The board has voted to use this \$1300 to purchase a new computer and accessories to replace a nonfunctional computer.**

Save

Add

Delete

View PDF



# STEP IV

## Completing the GAN (continued)

### Required Information

#### Justification for Change(s)

##### EXAMPLE

Personnel Costs of \$1300 were not needed because of additional funding source. The board has voted to use this \$1300 to purchase a new computer and accessories to replace a nonfunctional computer.

Red \* means this field must be completed

If you fail to complete the Justification for Change field before you click the "Save" button – you will receive this message

KENTUCKY JUSTICE & PUBLIC SAFETY CABINET

Main Menu | Actions | Office of Drug Control Policy - ASAP Menu | Related Pages

SAVE ADD DELETE VIEW PDF

The information has been saved.

Please enter all required values.

Created By: Andrews PC, Amy on 2/24/2009 1:53:10 PM

You are here: > Grant Adjustment Notices (GAN)

**GAN ADJUSTMENT NOTICE REQUEST**

Instructions

- Required fields are marked with an \*.
- You may click the **ADD** button to fill out additional GAN Request pages.
- You may return to your application forms list by clicking the Office of the Secretary's "GNS Menu" tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click **SAVE**. You must **SAVE** before proceeding or you will lose data.

Grant Period Extension Request

Requested Grant Period To

Please enter all required fields

# STEP V

## Submitting the GAN

**2. Click the ODCP – ASAP Menu button to return to the previous page**

**Click here**

KENTUCKY  
JUSTICE & PUBLIC  
SAFETY CABINET

Office of Drug Control Policy - ASAP Menu ▶ Related Pages ▶

SAVE ADD DELETE VIEW PDF

The information has been saved.

Created By: Andrews PC, Amy on 2/24/2009 1:53:19 PM  
Last Modified By: Andrews PC, Amy on 2/24/2009 2:22:26 PM

You are here: > Grant Adjustment Notices (GAN)

GRANT ADJUSTMENT NOTICE REQUEST

Instructions

- Required fields are marked with an \*.
- You may click the **ADD** button to fill out additional GAN Request pages.
- You may return to your application forms list by clicking the Office of the Secretary & GMB Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click **SAVE**. You must **SAVE** before proceeding or you will lose data.

Grant Period Extension Request

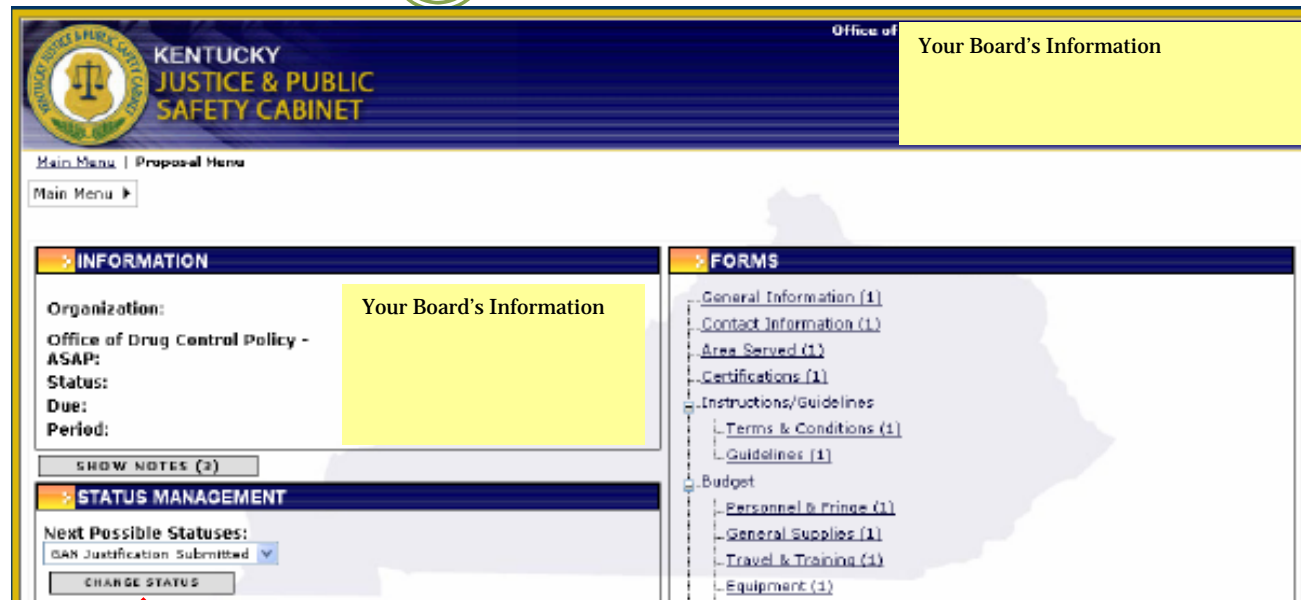
Requested Grant Period:  To

**1. After all required fields have been completed and the “Save” button has been clicked.....**

**The information has been saved**

# STEP V

## Submitting the GAN (continued)

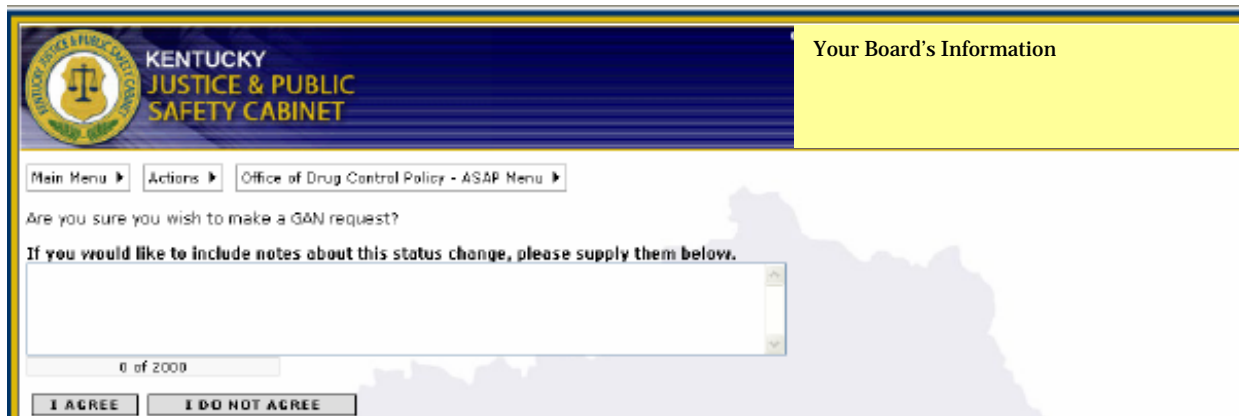


The screenshot displays the Kentucky Justice & Public Safety Cabinet website. The header includes the state seal and the text "KENTUCKY JUSTICE & PUBLIC SAFETY CABINET". A yellow box on the right is labeled "Your Board's Information". Below the header, there are links for "Main Menu" and "Proposal Menu". The main content area is divided into two columns: "INFORMATION" and "FORMS". The "INFORMATION" column contains fields for "Organization:", "Office of Drug Control Policy - ASAP:", "Status:", "Due:", and "Period:", all of which are currently empty. Below these fields is a "SHOW NOTES (2)" button. The "STATUS MANAGEMENT" section shows "Next Possible Statuses:" with a dropdown menu currently set to "GAN Justification Submitted". Below this is a "CHANGE STATUS" button. The "FORMS" column lists various forms such as "General Information (1)", "Contact Information (1)", "Area Served (1)", "Certifications (1)", "Instructions/Guidelines", "Terms & Conditions (1)", "Guidelines (1)", "Budget", "Personnel & Fringe (1)", "General Supplies (1)", "Travel & Training (1)", and "Equipment (1)".

**Click on the Change Status Button**

# STEP V

## Submitting the GAN (continued)



The screenshot shows the Kentucky Justice & Public Safety Cabinet website. The header includes the state seal and the text "KENTUCKY JUSTICE & PUBLIC SAFETY CABINET". Below the header, there is a navigation bar with "Main Menu", "Actions", and "Office of Drug Control Policy - ASAP Menu". The main content area asks, "Are you sure you wish to make a GAN request?" and "If you would like to include notes about this status change, please supply them below." followed by a text input field. At the bottom of the form, there are two buttons: "I AGREE" and "I DO NOT AGREE".

**Click the "I Agree Button"**

**GAN Request  
Completed!**

# STEP VI

## GAN Approval



- ★ **The KY-ASAP State Coordinator will receive a system e-mail that a GAN has been submitted**
- ★ **The submitted GAN will be reviewed and if approved the status of the application will be changed to “GAN in Process” – that will open the application and allow you to make all the changes that were requested/approved on the appropriate forms.**
- ★ **All Agency Authorized Officials will receive an e-mail that says that the GAN has been approved and will instruct you to log-in and make the changes**

# STEP VII

## Making Approved Changes

### Login – [www.kyjusticegms.com](http://www.kyjusticegms.com)



**KENTUCKY  
JUSTICE & PUBLIC  
SAFETY CABINET**

Welcome to the Kentucky Justice and Public Safety Cabinet's Electronic Grants Management System. This system was designed to help both grant applicants and staff to more effectively organize and manage grant related information.

With close to 8,000 employees, the Kentucky Justice and Public Safety Cabinet (JPSC) is the second largest agency in state government.

It is the state entity responsible for criminal justice services which encompass law enforcement and training; prevention-education and treatment involving substance abuse; adult and juvenile incarceration; autopsies, death certifications and toxicology analyses; special investigations; paroling of eligible convicted felons; and long range planning and recommendations on statewide criminal justice reform issues.

As a national leader in criminal justice, the Justice and Public Safety Cabinet's vision is to continuously improve public safety and the quality of life.

#### HELP:

For general assistance with this site, program related questions or help obtaining a username/password please call your grant administering agency listed below:

Please View our Gaining Access [Training Video](#)

Grants Management Branch, Office of the Secretary	(502) 564-3251
Office of Drug Control Policy, Office of the Secretary	(502) 564-9564
Department of Juvenile Justice	(502) 573-2738, Ext. 303 - Title II
	(502) 573-2738, Ext. 480 - JABG
	(502) 429-7725 - Title V
Department of Corrections	(502) 564-7290
Kentucky State Police	(502) 695-6300
Kentucky Vehicle Enforcement	(502) 564-3276

Please [click here to review the system requirements](#).

**LOGIN**

Username

Password


**LOGIN**

[New User?](#) [Forgot Password?](#)

**Login here**

# STEP VIII

## Open Application

**KENTUCKY  
JUSTICE & PUBLIC  
SAFETY CABINET**

User Your name here

Main Menu

**MY DOCUMENTS**

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

**Show**

My Active Documents

- Agency for Substance Abuse Policy Grant
  - ASAP-Local County-00025
- Community Corrections Grant 2009
  - Create New Community Corrections Grant 2009

**SYSTEM INFORMATION**

- System Administrative Links
  - Training Videos
    - Proposal Completion & Submission
    - Adding Users
  - Manuals
    - Subgrantee User Guide

**MY INFORMATION**

Name

Title

Address

Phone Number

Email Address

Username

[View/Edit My Information](#)

**MY ORGANIZATIONS****MY MESSAGES**

Powered by IntelliGrants

© Copyright 2000-2007 Agate Software, Inc.

Click here



# STEP IX

## Open & Update Appropriate Forms



KENTUCKY  
JUSTICE & PUBLIC  
SAFETY CABINET

Office of Drug Control Policy

Your Board's Information

[Main Menu](#) | [Proposal Menu](#)

[Main Menu](#) ▶

### INFORMATION

**Organization:**

Office of Drug Control Policy -

**ASAP:**

**Status:**

**Due:**

**Period:**

Your Board's Information

7/1/2008 to 6/30/2009

[ADD NOTE](#)

### MANAGEMENT ACTIVITIES

- Training Videos
  - [Proposal Completion & Submission](#)
  - [Adding Users](#)
- Manuals
  - [Subgrantee User Guide](#)
- Administrative Links
  - [Add/Edit Organizations](#)
  - [Add/Edit People](#)
  - [Check for Errors](#)
  - [Status History](#)
  - [Date Modification Request](#)
  - [View Modification History](#)
  - [Document Availability](#)
  - [Manage Review Process](#)
  - [View Full PDF](#)

### RELATED ITEMS

- [Substance Abuse Financial Reports - ASAP](#)
- [Agency for Substance Abuse Policy - Financial Reports 2008](#)

### FORMS

- [General Information \(1\)](#)
- [Contact Information \(1\)](#)
- [Area Served \(1\)](#)
- [Certifications \(1\)](#)
- [Instructions/Guidelines](#)
  - [Terms & Conditions \(1\)](#)
  - [Guidelines \(1\)](#)
- [Budget](#)
  - [Personnel & Fringe \(1\)](#)
  - [General Supplies \(1\)](#)
  - [Travel & Training \(1\)](#)
  - [Equipment \(1\)](#)
  - [Other \(1\)](#)
  - [Mini Grant Programs \(if applicable\) \(1\)](#)
  - [Evaluation \(1\)](#)
  - [Direct Program Cost \(1\)](#)
  - [Occupancy Rent Cost \(1\)](#)
  - [Budget Summary \(1\)](#)
- [Budget Narrative \(1\)](#)
- [Board Membership List \(1\)](#)
  - [Permanent Board Members \(1\)](#)
- [Proposal Narrative \(1\)](#)
- [Attachments](#)
- [Award Binders](#)
  - [Award Binder \(1\)](#)
- [Grant Adjustment Notices \(GAN\)](#)
  - [GAN Adjustment Notice Request \(1\)](#)
- [Application Comments](#)

### EXAMPLE

GAN approved to  
reduce Personnel Costs  
by \$1300 & increase  
equipment by \$1300

Click here

# STEP IX

## Open & Update Appropriate Forms (continued)

**3. Click on the ODCP – ASAP menu button to return to the previous page**

KENTUCKY JUSTICE & PUBLIC SAFETY CABINET

Office of Drug Control Policy - ASAP Menu | Related Pages

Created By: [Name] Last Modified: [Date]

**PERSONNEL & FRINGE**

Instructions:

- Required fields are marked with an \*
- You may return to your application forms list by clicking the Office of Drug Control Policy - ASAP Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to, when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click SAVE. **You must SAVE before proceeding or you will lose data.**
- Any supporting attachments such as charts and graphs can be placed on the attachments page.
- If Personnel expenditures are not required/relevant, do not fill in any information. This page is not required.

Personnel - Funding sustainability must be detailed in the Budget Narrative.

Name: **Personnel - Name**

Position Title: **Personnel - Title**

Salary: **Change to - \$1,700**

% of Fringe:

Total Fringe: **Will automatically update with Save**

Total Salary & Fringe: [Field]

**RELATED PAGES**

- Personnel & Fringe
- General Supplies
- Travel & Training
- Equipment
- Other
- Other Grant Programs (if applicable)
- Evaluation
- Crime Program Cost
- Occupancy Rent Cost
- Budget Summary

SAVE | PDF | DELETE | VIEW PDF

**1. Enter the new Approved Amount here - \$1,700.00**

**This field will update automatically after you click the "Save" button**

**2. Click Here**

# STEP IX

## Open & Update Appropriate Forms (continued)

**KENTUCKY  
JUSTICE & PUBLIC  
SAFETY CABINET**

Office of Drug Control Policy

Your Board's Information

Main Menu | Proposal Menu

Main Menu ▶

**INFORMATION**

**Organization:**  
**Office of Drug Control Policy - ASAP:**  
**Status:**  
**Due:**  
**Period:**


Your Board's Information

7/1/2008 to 6/30/2009

ADD NOTE

**MANAGEMENT ACTIVITIES**


 Training Videos

-  Proposal Completion & Submission
-  Adding Users

 Manuals

-  Subgrantee User Guide

 Administrative Links

-  Add/Edit Organizations
-  Add/Edit People
-  Check for Errors
-  Status History
-  Date Modification Request
-  View Modification History
-  Document Availability
-  Manage Review Process
-  View Full PDF

**RELATED ITEMS**

 Substance Abuse Financial Reports - ASAP

-  Agency for Substance Abuse Policy - Financial Reports 2008

**FORMS**


 General Information (1)

 Contact Information (1)


 Area Served (1)

 Certifications (1)

 Instructions/Guidelines

-  Terms & Conditions (1)
-  Guidelines (1)

 Budget

-  Personnel & Fringe (1)
-  General Supplies (1)
-  Travel & Training (1)
-  Equipment (1)
-  Other (1)
-  Mini Grant Programs (if applicable) (1)
-  Evaluation (1)
-  Direct Program Cost (1)
-  Occupancy Rent Cost (1)
-  Budget Summary (1)

 Budget Narrative (1)

 Board Membership List (1)

-  Permanent Board Members (1)

 Proposal Narrative (1)

 Attachments

 Award Binders

-  Award Binder (1)

 Grant Adjustment Notices (GAN)

-  GAN Adjustment Notice Request (1)

 Application Comments

**EXAMPLE**  
GAN approved to  
reduce Personnel Costs  
by \$1300 & increase  
equipment by \$1300

Click here

# Appropriate Forms (continued)

**3. Click on the ODCP – ASAP menu button to return to the previous page**

**1. Enter the new Approved Expenditure here - \$1,300.00**

**This field will update automatically  
after you click the “Save” button**

## 2. Click Here

[illegible]

# STEP X

## Submit Changes

**KENTUCKY JUSTICE & PUBLIC SAFETY CABINET**

[Main Menu](#) | [Proposal Menu](#)

[Main Menu](#) ▶

**INFORMATION**

Organization:  Your Board's Information

Office of Drug Control Policy - ASAP:  5

Status:

Due:

Period:  7/1/2008 to 6/30/2009

[ADD NOTE](#)

**STATUS MANAGEMENT**

Next Possible Statuses:

GAN Submitted ▼

[CHANGE STATUS](#)

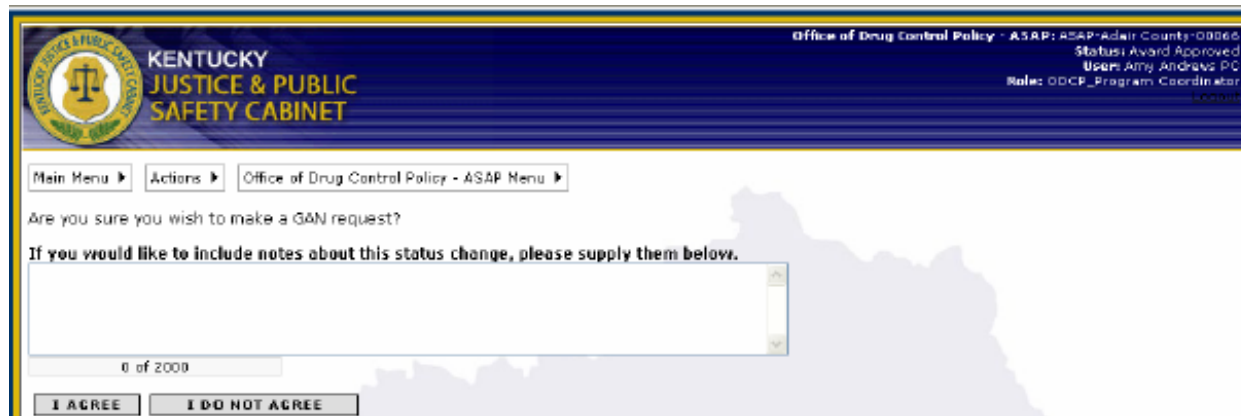
**FORMS**

- [General Information \(1\)](#)
- [Contact Information \(1\)](#)
- [Area Served \(1\)](#)
- [Certifications \(1\)](#)
- [Instructions/Guidelines](#)
- [Terms & Conditions \(1\)](#)
- [Guidelines \(1\)](#)
- [Budget](#)
- [Personnel & Fringe \(1\)](#)
- [General Supplies \(1\)](#)
- [Travel & Training \(1\)](#)
- [Equipment \(1\)](#)

**Click on the Change Status Button**

# STEP X

## Submit Changes (continued)



KENTUCKY JUSTICE & PUBLIC SAFETY CABINET

Office of Drug Control Policy - ASAP: ASAP-Adair County-00066  
Status: Award Approved  
User: Amy Anderson PC  
Role: ODCP\_Program Coordinator  
1/2/2017

Main Menu ▶ Actions ▶ Office of Drug Control Policy - ASAP Menu ▶

Are you sure you wish to make a GAN request?

If you would like to include notes about this status change, please supply them below.

0 of 2000

**Click the "I Agree Button"**

**Modification  
Completed!**

# STEP XI

## Adjustment Approval



- ★ **The KY-ASAP State Coordinator will receive a system e-mail that a GAN Modification has been submitted**
- ★ **The submitted GAN will be reviewed and compared to the GAN request (Steps III - IV) if everything is accurate the status of the application will be changed to “Award Approved”.**
- ★ **All Agency Authorized Officials will receive an e-mail that says that the GAN has been approved and will instruct you to log-in and make the changes**

# Kentucky Agency for Substance Abuse Policy



## Questions?

Contact State Coordinator Amy Andrews

502-564-8293 or [amy.andrews@ky.gov](mailto:amy.andrews@ky.gov)

